

AnyTown School Letterhead

[Date]

[Address of Donor]

Dear [Name]:

On behalf of [Name of School Library] I would like to thank you for your generous book donation. Your commitment to help build the collection at our school is sincerely appreciated. Each year [Name of School Library] continues to advance its mission of providing quality books for [Name of School] students.

The school library program is committed to nurturing the life-long habit of reading and supporting the school curriculum. Thanks for your generous support of our efforts to get good books in the hands of our students.

Warm regards,

[Signature]

[Name of School Library Media Specialist]